

TITLE: Executive Assistant to the Board of Commissioners

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DEPARTMENT: Commissioners, Fayette County

JOB SUMMARY: This position performs management, supervisory, and administrative duties in support of the work of the County Commission. This position serves as County Clerk.

MAJOR DUTIES:

- o Aids County Commissioners in the effective execution of Commission duties; acts as liaison between Commissioners, members of the public, county departments and officials, and others; interprets complex policy and decisions of the Board of Commissioners on behalf of the Board.
- o Collects and compiles information for specific decision-making or problem resolution purposes for Commissioners, individually and collectively; develops information regarding county government activities in the general and the Board of Commissioners in particular, for use by the Board of Commissioners or for the benefit of the public.
- o Oversees the development and preparation of County Commission agendas and supporting materials.
- o Works with the County Administrator to resolve issues in response to the public and as a representative of the County Commissioners, individually or collectively.
- o Works with the County Administrator to develop policies, procedures, and practices to improve the delivery of county government services on behalf of the Board of Commissioners.
- o Serves as custodian of the books and records of the decisions, actions, and activities of the Board of Commissioners (as County Clerk); directs and supervises subordinate administrative and clerical personnel; establishes priorities; plans, schedules, and assigns work; coordinates work schedules between Commission Office and other departments; instructs and trains in correct methods and procedures; monitors work; reviews and evaluates employee performance; manages the overall operation of the Office of the Board of Commissioners.
- o Acts as the official press contact for the Board of Commissioners; prepares official statements and press releases on behalf of the Board; prepares related information for the county Web site.
- o Develops and manages the annual departmental budget and ensures compliance with established laws and regulations governing the expenditure of public funds and the acquisition of goods and services.

- o Plans, arranges, and manages special meetings and events for the Board of Commissioners.
- o Works to ensure that the Office of the Board of Commissioners operates in total compliance with the Open Records and Open Meetings laws of the State of Georgia, meeting all deadlines, without exception.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of local, state, and federal laws, ordinances, policies, and procedures that guide the provision of local government services in general and those specific to Fayette County in particular.
- o Knowledge of standard management and supervisory practices.
- o Knowledge of the principles and practices of records management.
- o Knowledge of county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.
- o Skill in interpreting complex information and decisions of the Board of Commissioners and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Commission assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include Fayette County Codes and Ordinances, Georgia Open Meeting and Open Records Acts, county personnel policies, county fiscal and budgeting policies, and county emergency policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Working in a political environment contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide management, supervisory, and administrative support for the work of the County Commission. Success in this position contributes to the efficiency and effectiveness of Commission and County operations.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, elected and appointed officials, state and federal legislators, and local business and community leaders.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy County Clerk (1) and Administrative Secretary (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of

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employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work

under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.